

## **Diocesan Director of Safeguarding**

The Diocesan Director of Safeguarding is accountable to the Bishop of Clogher

### **Purpose of the Post**

To plan and manage the Diocesan Safeguarding Service with particular emphasis on creating, maintaining and monitoring a safe environment for children and vulnerable adults in all aspects of church life and activity.

To serve, support and attend meetings of the Diocesan Safeguarding Committee which is responsible for ensuring adequate training and support for Parish Safeguarding Representatives and advising parishes on policy and best practice. This includes preparing and agreeing agenda and minutes with the Chair of the Committee.

To serve, support and attend meetings of the Diocesan Professional Conduct Advisory Group which provides a consistent and accessible source of guidance, through a process of risk assessment, for the Bishop who is charged with specific responsibilities for decision-making in response to alleged or actual vulnerable adult abuse involving priests, religious, or other personnel acting in the service of the Diocese. This includes preparing and agreeing agenda and minutes with the Chair of the Group.

To develop an appropriate framework of policies and procedures for safeguarding children and vulnerable adults and responding to concerns and allegations.

To have an overview of all matters dealt with under these procedures within the Diocese and liaise with the CEO and Office of the National Board for Safeguarding Children in the Catholic Church in Ireland.

### **Duties and Responsibilities**

Responsible to the Bishop in relation to the management of safeguarding issues and concerns relating to children and/or vulnerable adults and in the development, implementation and monitoring of appropriate structures and best practice.

To act as Diocesan Designated Liaison Person (DLP) and receive any concerns relating to safeguarding, including any disclosures or allegations of abuse and take responsibility for managing the response to that concern or disclosure from start to finish. This includes the preliminary internal inquiry and referral to civil authorities in the jurisdictions in which the Diocese operates and any subsequent internal investigations.

To ensure that the person raising a concern, disclosing abuse or making an allegation and anyone who is implicated by that are regularly informed about the progress of the inquiry process.

To ensure that appropriate support is made available for complainants, respondents, victims/survivors and perpetrators as required.

To liaise with the National Office of the National Board for Safeguarding Children in the Catholic Church in Ireland in relation to child safeguarding allegations or concerns as appropriate and have an overview of all matters dealt with under their Standards and Guidance document.

To ensure that all safeguarding concerns or allegations are dealt with in accordance with Diocesan policies and procedures which comply with best practice and legislative requirements, including reference to the National Case Management Committee (NCMC), as appropriate.

To maintain detailed records of all steps taken as part of these procedures in all cases.

Ensure that the Bishop and all relevant Diocesan bodies are kept briefed on all relevant matters related to the safeguarding of children and vulnerable adults.

Manage designated resources in a way that provides an effective and responsive service in consultation with the Diocesan Financial Administrator.

Develop, support and manage the team working in the Diocesan Safeguarding Service.

Ensure implementation and monitoring of the Standards set out by the National Board for Safeguarding Children in the Catholic Church in Ireland and the implementation of the Diocesan policy on the Safeguarding of Vulnerable Adults.

Assist the National Board for Safeguarding Children in the Catholic Church in Ireland as appropriate in creating and monitoring a consistent standard of safeguarding.

Ensure that appropriate monitoring arrangements are in place for all convicted Diocesan priests and those out of ministry because of concerns relating to children or vulnerable adults.

Work collaboratively with the Diocesan offices, agencies, priests and parish safeguarding staff and volunteers.

Participate in inter-diocesan bodies and attending at relevant conferences and training as appropriate.

Establish and maintain good working relationships with civil authorities in Northern Ireland and the Republic of Ireland, church organisations and voluntary and community groups as appropriate.

## **Strategic Planning and Reporting**

Maintain and implement existing safeguarding policy and procedures and develop new policies, procedures and safeguarding material as required.

Promote best practice throughout the Diocese on the prevention of abuse and responding to allegations.

Promote best practice throughout the Diocese to ensure that those involved in regulated activities with children or vulnerable adults are appropriately vetted, trained and supported.

Communicate the work and objectives of the service effectively throughout the Diocese and to external authorities and organisations.

Provide safeguarding advice to the Bishop.

Ensure that an annual Diocesan self-audit is completed by each parish and that details are made available to the Diocesan Safeguarding Committee and the National Board for Safeguarding Children in the Catholic Church in Ireland.

Ensure that an Annual Report is produced and made available to the Diocesan Safeguarding Committee and parishes which reports progress against objectives contained within the three-year Diocesan Strategic Plan.